

TABLE OF CONTENTS

Program and Contact Information	1
ARC Area Development Proposal Submission Requirements	3
Required Match.....	3
ARC Resources	3
Construction Project Proposals Instructions for Completion of Required Proposal Elements.....	5
Section 1 – Cover Sheet.....	5
Section 2 – Project Proposal Summary.....	5
Section 3 – Project Narrative	5
Section 4 – Budget Information.....	9
Non-Construction Project Proposals Instructions for Completion of Required Proposal Elements.....	13
Section 1 – Cover Sheet.....	13
Section 2 – Project Proposal Summary.....	13
Section 3 – Project Narrative	13
Section 4 – Budget Information.....	17
Appendix A – Cover Sheet	21
Appendix B – Sample Outputs/Outcomes	23
Appendix C – Project Summary Format.....	29
Appendix D – Construction and Non-Construction Budget Forms.....	31

PROGRAM AND CONTACT INFORMATION

The Appalachian Regional Commission, or ARC, is an independent Federal agency created through the Appalachian Regional Development Act of 1965. ARC's mission is to be an advocate for and partner with the people of Appalachia to create opportunities for self-sustaining economic development and improved quality of life.

Virginia is one of thirteen states in the ARC region. The Appalachian Regional Commission programs, other than the Highway program, are administered in the Commonwealth of Virginia by the Virginia Department of Housing and Community Development. The Virginia ARC Program is managed by:

William C. Shelton

Director
ARC State Alternate

Todd M. Christensen

Associate Director
ARC Program Manager

Contacts for the 2007 Area Development Program Competition:

Denise Ambrose

Program Manager
(804) 371-7029
denise.ambrose@dhcd.virginia.gov

Chris Thompson

Policy Analyst
(804) 371-7056
chris.thompson@dhcd.virginia.gov

In Virginia, twenty-three counties and seven independent cities are eligible for in the ARC program. These localities are as follows:

Counties

Alleghany County
Bath County ♦
Bland County
Botetourt County ●
Buchanan County □
Carroll County □
Craig County
Dickenson County *
Floyd County
Giles County
Grayson County □
Highland County
Lee County □
Montgomery County □
Pulaski County
Rockbridge County
Russell County
Scott County
Smyth County □
Tazewell County
Washington County
Wise County □
Wythe County

Cities

City of Bristol
City of Buena Vista
City of Covington
City of Galax
City of Lexington
City of Norton
City of Radford

Virginia receives funding from the Appalachian Regional Commission on an annual basis and through special initiatives for distribution in these localities. Virginia prepares a State Strategy on an annual basis which guides its use of ARC funding.

** This County is designated as a Distressed County by ARC*

□ This County is designated as a At-Risk County by ARC

● This County is designated as an Attainment County by ARC

♦ This County is designated as a Competitive County by ARC

ARC Area Development Proposal Submission Requirements

Five copies of 2007 proposals, **including** all relevant attachments, must be **received** or **postmarked** by 5:00 pm on Wednesday, September 20, 2006 at DHCD, 501 North 2nd Street, Richmond, VA 23219. For projects with large attachments such as Preliminary Engineering Reports, an applicant **may submit three copies** of such a document in lieu of copying for each of the five proposals.

All proposals must contain direct responses to all required items, must include a font size no smaller than 12 point, and must provide appropriately organized information in the form of complete sentences and paragraphs and well-organized charts and tables. All proposals must be printed on or be printable on standard paper (8 ½" x 11", 8 ½" x 14", or 11" x 17") and be single-sided. All proposals should be assembled using a **binder clip**. Please do not assemble proposals using staples, 3-ring notebooks, or other forms of binding. Questions arising during preparation of RFP responses should be directed to one of the above contacts. This RFP format will be available in hard copy from VDHCD and via the VDHCD web page (www.dhcd.virginia.gov).

Applications must be assembled in the order that is shown in the RFP guidelines, according to sections. Please do not use tabs when assembling applications.

Pages must be numbered for the entire application (to include attachments, budget forms, and so forth). Pages should be numbered continuously throughout the application; do not restart numbering at the beginning of new sections.

Required Match

All Area Development assistance must be matched dollar for dollar with local (non-Federal, non-State) funding, except in the following localities:

- Bath County - Must provide 70% match for 30% ARC AD
- Dickenson County - Must provide 20% match for 80% ARC AD

ARC Resources

Applicants are encouraged to visit the ARC website at: www.arc.gov. This site contains numerous data sets, research reports, and links to other sources of information.

CONSTRUCTION PROJECT PROPOSALS

INSTRUCTIONS FOR COMPLETION OF REQUIRED PROPOSAL ELEMENTS

All applications must be assembled in the following order. Please use section dividers. All proposals should be assembled using a **binder clip**. Please do not assemble proposals using staples, 3-ring notebooks, or other forms of binding.

Section 1 – Cover Sheet

Project Name

Applicant Contact Information

**Person Who Prepared this
Application**

Project Location

Census Tracts Served

Project Funding Summary

DUNS NUMBER

Section 2 – Project Proposal Summary

Using the enclosed template, please complete the Project Proposal Summary. This is limited to two-pages in length. Outputs/Outcome measures must include ones as appropriate from the listing in

Appendix B for the relevant ARC Goal Area.

NOTE: The ARC Summary should be completed exactly as requested since it will be submitted to ARC. If it is completed incorrectly, you will be requested to revise it and this step could hold up the submittal of your project to ARC.

Section 3 – Project Narrative

Project Support of ARC Goals and Virginia's Objectives and Strategies:

Indicate which of the following four ARC Goals the proposed project will address: 1) Economic Development and Job Creation, 2) Health, Education, and Training, 3) Infrastructure, 4) Appalachian Development Highway System. Further indicate the State Objective (there is one for each goal) to be addressed by the project. List the Strategies by number. For example, in a project including extension of a water line to a neighborhood with severely contaminated wells, the ARC Goal would be (new) Goal 3: Infrastructure, the State Objective would be "Assist communities to provide and develop private investment leading to job creation or retention in distressed

counties and that will address serious health/environmental compliance problems.” Consult the draft 2007 Virginia ARC Annual Strategy for additional information on the Goals and Virginia’s Objectives and Strategies.

Project Description and Products:

Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC resources. What is being built, expanded, or rehabilitated and where is it located? What groups of residents are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many persons will receive a new or improved service, such as water service, sewer service, employment, or health care? Describe the work to be accomplished and list project activities in quantifiable terms. [For example: installation of 4,800 linear feet of 10-inch waterline to an industrial park and installation of 150,000-gallon elevated storage tank.] Include work to be done with non-ARC funds as well as with ARC funds. **All applicants must complete an ARC Project Summary per the guidelines in Appendix C and include this Summary in Section #2. Applicants must include Preliminary Engineering Reports and similar documents in Section #4.**

Consult Appendix B for examples of project products (outputs). Output measures must be selected from this list. Additional outputs may be listed, however, each project must select outputs noted in Appendix B. Outputs must be listed using specific and absolute numbers. Percentages may be

used to supplement the application, but quantifiable figures MUST be used.

Project Outcomes and Challenges / Issues to be Addressed:

Indicate the NEED for the project, specifying both the need for ARC resources as well as the problem(s) the project will address. Describe the challenge, issue, or asset you are seeking funds for and how implementation of this project will address this. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding. In addressing project needs, discuss any relevant data derived on plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers). Explain how the proposed project would fill a void in current services or programs. Detail the specific long-term benefits, or outcomes, of this project. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market. Consult Appendix A for examples of project outcomes.

Performance Targets:

Create a three column table. In column one, provide the sequence of key events and milestones in accomplishing the project (performance targets), including the identification of project and quantification of project benefits. In column two, provide the projected completion date for each performance target. In column three, indicate the cost

that corresponds with that particular milestone. For example:

<u>Performance Target</u>	<u>Completion Date</u>	<u>Cost</u>
1) <i>User agreements and easements acquired</i>	8/07	\$ 5,000
2) <i>Plans and specifications prepared by engineer</i>	10/07	\$ 12,000
3) <i>Project bid, construction water lines</i>	4/08	\$ 235,000
4) <i>40 households receive waterr connections</i>	8/08	\$ 8,000

Project Beneficiaries:

Provide the number of persons to be served within two years of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims in this section.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

Project Location:

Indicate which locality (or localities) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either: (a) the geographic area for services and benefits where clients are in relatively close proximity, or (b) the client service area when residency may be scattered over a wide area. Indicate if the county in which the project is located is an ARC Distressed County. The Virginia county with this status is Dickenson. Maps are required attachments for construction projects. **Include all relevant maps in Section #3.**

Census Tract Information:

Provide map of project service area with census information overlaid or provide list of all census tracts in service area. Census information should be from the 2000 Census. If your project only serves part of a Transitional County, be very clear about which census tracts are included.

Maps:

For all projects, provide a map within at least a 10-mile radius, clearly showing roads or appropriate service area; and for projects providing site improvements, a site map showing proposed improvements, including affected or proposed buildings or facilities, water and sewer lines, water storage tanks, treatment plants, drainage improvements, access roads, location of assisted industry(ies) on site plan, etc.

ALL maps should be LEGIBLE and contain a scale which is clearly marked on the map.

Leveraged Private Investment:

Identify private sector commitments that follow as a result of the completion of this project. Estimates for the leveraged private investment and associated job impacts for a three-year period following the completion of this project should be

included. Letters of commitments by private companies should be included. Leveraged private investment should not be confused with any direct private contribution to the ARC supported project funding (any funds that are actually a part of the project cost).

For example: Amount of private funds invested in relocation to the project area / region by Business X due to the installation of and access to telecommunications / fiber optics.

Readiness:

Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Projects should be approved by ARC by August of 2007.) The start date should be projected to be no earlier than August 1, 2007. What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? If applicable, are user agreements, business and operational plans, partnership agreements, property acquisition, etc... in place? Is there an appropriate level of energy and degree of will among the organization and its partners to see this effort through to completion?

Capacity:

Provide the names and profiles of the individuals who will be responsible for delivering the project's services or carrying out implementation. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these

provide to the overall project effort. Provide information, where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

Sustainability: Discuss the plans for the continuation of the project following initial ARC funding. If the project is part of a phased development effort, indicate future sources of funding, including the current state of commitment, and strategies for achieving the total development effort. If the project is not part of a phased development effort, indicate how activities will be continued into the future, identify key participants, and describe the process that will be used to achieve long-term sustainability, especially financial sustainability. If this project is a one-time construction project, such as a workforce training center, discuss the sources of revenues that will support the long-term operation, maintenance, and debt service (if applicable) of the new project. Operational plans, staffing and business plans, and other documentation that demonstrates the long-term viability must be included.

Letters of Benefit Commitment:

Include letters and other documentation in support of the beneficiary levels claimed in the text of the RFP response. For example, a letter from an enterprise committing a specific number of jobs and investment over a specified time period OR documentation summarizing survey information detailing the number of people who will benefit from a water line extension or other improvement.

Section 4 – Budget Information

Cost Summary:

Enter the amount of resources to be included in this project, preferably in simple table form. Up to \$500,000 per project is available for construction projects. Specify the amounts for each of the following categories and the percentage of the total project cost each represents:

- **ARC,**

- **Local/Applicant,**
- **Other Federal, State, Private , and**
- **Non-Profit/Other.**

In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN OTHER SECTIONS OF THE RFP RESPONSE. A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$ 400,000	40%
Local/Applicant	\$ 150,000	15%
Other Federal	\$ 350,000	35%
<u>Private</u>	<u>\$ 100,000</u>	<u>10%</u>
TOTAL	\$1,000,000	100%

Status of Other Funds: Indicate the current status of all non-ARC funds to be used on the project. List the general categories from **Cost Summary** (above) and the specific funding sources under these categories. SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE. Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be included in this section.**

Project Budget:

Using the Construction budget forms from Appendix D as a guide, construct a project budget. The budget should show the costs, relative to each funding source, of each activity and activity component (engineering, construction, and so on). Budgets for equipment projects must include a list of the equipment and cost by item. Include budget as page in proposal.

Derivation of Costs / Budget Narrative:

Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and the quantities, line items,

and/or unit costs which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed.

Documentation from these information sources in support of the cost estimates

should be included. Costs will be reviewed for reasonableness. If there are site conditions or other factors exerting upward pressure on your costs, please explain.

An example of this derivation:

<u>Activity</u>	<u>Total Costs</u>	<u>ARC Amount</u>	<u>Source Date</u>
<u>Sewer</u>			
1) 9,000 L.F. of 8" gravity sewer line @ \$50/L.F.	\$450,000	\$225,000	PER 6/1/06
2) 5,000 L.F. of 2 " force main @ \$16/L.F.	\$80,000	\$ 40,000	PER 6/1/06
3) 4,175 L.F. of 6" service laterals @ \$20/L.F.	\$83,500	\$0	PER 6/1/06
4) 2 pump stations @ \$30,000 ea.	\$60,000	\$30,000	PER 7/1/06

Proposed Basic Federal Administering Agency and Approval Status:

Identify the proposed Basic Federal Administering Agency and the status of that agency's approval of this project, specifically whether a pre-application or application was submitted and whether that application was approved. (Basic Agency applies to construction projects.) If there is any additional pertinent status information, disclose it here.

Applicants must provide a copy of their proposal to the local Planning District Commission, and proof that it was provided must be. Applicants should also coordinate the development

of project with the PDC early in the process.

Letters of Non-ARC Funding Commitment:

Letters, or other documentation showing a clear level of commitment of non-ARC resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included. If funding has not yet been awarded, list status of application/negotiations and projected date of award receipt.

***Cost Documentation/
Preliminary Engineering
Report:***

Include excerpts and analyses from appropriate sources for cost information, such as Preliminary Engineering Reports, Preliminary Architectural Studies, etc. In absence of formal PERs or other such reports, provide documentation such as a breakout of the costs for improvements listed on engineering firm letterhead. Similar documentation is appropriate, provided it originates from other reputable, objective, and independent sources.

***Submittal to Planning District
Commission:***

A copy (or working draft) of a proposal should be submitted to the PDC PRIOR TO submittal to DHCD so that the PDC may provide the applicant with input if appropriate. This should be submitted to the PDC no later than September 6, 2006. Include documentation that the proposal was submitted to the local Planning District Commission, such as a copy of a cover letter. Although PDC approval of these proposals is not required, include any correspondence received from the Planning District Commission following their review.

Lenowisco PDC

Mr. Ronald C. Flanary
6913 Duff-Patt Road
P.O. Box 366
Duffield, Virginia 24244
Phone: (276) 431-2206

Cumberland Plateau PDC

Mr. Jim Baldwin
P.O. Box 548
Lebanon, Virginia 24266 Phone:
(276) 889-1778

Mount Rogers PDC

Mr. David Barrett
1021 Terrace Drive
Marion, Virginia 24354 Phone:
(276) 783-5103

New River Valley PDC

Mr. David Rundgren
6580 Valley Center Drive
P. O. Box 21
Radford, Virginia 24141
Phone: (540) 639-9313

Roanoke Valley-Alleghany PDC

Mr. Wayne Strickland
P. O. Box 2569
Roanoke, Virginia 24010
Phone: (540) 343-4417

Central Shenandoah PDC

Mr. A. Ray Griffith, Jr.
112 MacTanly Place
Staunton, Virginia 24401
Phone: (540) 885-5174

NON-CONSTRUCTION PROJECT PROPOSALS

INSTRUCTIONS FOR COMPLETION OF REQUIRED PROPOSAL ELEMENTS

All applications must be assembled in the following order. Please use section dividers. All proposals should be assembled using a **binder clip**. Please do not assemble proposals using staples, 3-ring notebooks, or other forms of binding.

Section 1 – Cover Sheet

Project Name

Applicant Contact Information

**Person Who Prepared this
Application**

Project Location

Census Tracts Served

Project Funding Summary

DUNS NUMBER

Section 2 – Project Proposal Summary

Using the enclosed template, please complete the Project Proposal Summary. This is limited to two-pages in length. Outputs/Outcome measures must include ones as appropriate from the listing in

Appendix B for the relevant ARC Goal Area.

NOTE: The ARC Summary should be completed exactly as requested since it will be submitted to ARC. If it is completed incorrectly, you will be requested to revise it and this step could hold up the submittal of your project to ARC.

Section 3 – Project Narrative

Project Support of ARC Goals and Virginia's Objectives and Strategies:

Indicate which of the following four ARC Goals the proposed project will address:

- 1) Economic Development and Job Creation,
- 2) Health, Education, and Training,
- 3) Infrastructure,
- 4) Appalachian Development Highway System.

Further indicate the State Objective (there is one for each goal) to be addressed by the project (there is one for each goal) to be addressed by the project. For example, in a project including creation of a workforce training program for a needed degree

program, the ARC Goal would be Goal 2: Health, Education, and Training, and the State Objective would be “2.6 Implement work force readiness programs that will ensure students are given the necessary skills to enable them to find and hold jobs.” Consult the draft 2007 Virginia ARC Annual Strategy for additional information on the Goals and Virginia’s Objectives and Strategies.

Project Description and Products:

Briefly describe the activities to take place during the life of the proposed project for which you are seeking ARC resources. What is being built, expanded, or rehabilitated and where is it located? What groups of residents are to be assisted and through which programs (and describe each program)? How many jobs will be created or how many persons will receive a new or improved service, such as water service, sewer service, employment, or health care? Describe the work to be accomplished in concise layman's terms and list project activities in quantifiable terms. [For example: provision of at least 4 classroom and 4 individualized follow-up training sessions in business development to approximately 20 entrepreneurs] Include services or equipment to be provided with non-ARC funds as well as with ARC funds. Consult Appendix A for examples of project products (outputs). **All applicants must complete an ARC Project Summary per the guidelines in Appendix C and include this summary in Section #2.**

Consult Appendix B for examples of project products (outputs). Output measures must be selected from this list. Additional outputs may be listed,

however, each project must select outputs noted in Appendix B. Outputs must be listed using specific and absolute numbers. Percentages may be used to supplement the application, but quantifiable figures MUST be used.

Project Outcomes and Challenges / Issues to be Addressed:

Indicate the NEED for the project, specifying both the need for ARC resources as well as the problem(s) the project will address. Describe the challenge, issue, or asset you are seeking funds for and how implementation of this project will address this. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding. In addressing project needs, discuss any relevant data derived on plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers). Explain how the proposed project would fill a void in current services or programs. Detail the specific long-term benefits, or outcomes, of this project. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market. Consult Appendix A for examples of project outcomes.

Performance Targets:

Create a two column table. In column one, provide the sequence of key events and milestones in accomplishing the project (performance targets), including the identification of project and quantification of project benefits. In

column two, indicate the cost that corresponds with that particular milestone. For example:

<u>Performance Target</u>	<u>Completion Date</u>	<u>Cost</u>
1) Provision of job skills training to 40 students	8/07	\$ 10,000
2) Graduation of 35 students from training	11/07	\$ 10,000
3) Intensive job searches initiated by 30 students	12/07	\$ 5,000
4) Employment taken by 20 students	3/08	\$ 10,000

Project Beneficiaries:

Provide the number of persons to be served within three years of project completion and provide a discussion of the methodology used to derive this number. **Provide attachments in support of these beneficiary claims.** As this number is used in scoring ARC proposals, DHCD reserves the right to make adjustments to claimed numbers or ask for supplemental information.

Project Location:

Indicate which locality (or localities) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either: (a) the geographic area for services and benefits where clients are in relatively close proximity, or (b) the client service area when residency may be scattered over a wide area. Indicate if the county in which the project is located is an ARC Distressed County. The Virginia county with this status is Dickenson. **Include all relevant maps in Section #3.**

Census Tract Information:

Provide map of project service area with census information overlaid or provide list of all census tracts in service area. Census information should be from the 2000 Census. If your project only serves part of a Transitional County, be very clear about which census tracts are included.

Maps:

For all projects, provide a map within at least a 10-mile radius, clearly showing roads or appropriate service area; and for projects providing site improvements, a site map showing proposed improvements, including affected or proposed buildings or facilities, water and sewer lines, water storage tanks, treatment plants, drainage improvements, access roads, location of assisted industry(ies) on site plan, etc.

ALL maps should be LEGIBLE and contain a scale which is clearly marked on the map.

Leveraged Private Investment:

Identify private sector commitments that follow as a result of the completion of this project. Estimates for the leveraged private investment and associated job impacts for a three-year period following

the completion of this project should be included. Letters of commitments by private companies should be included. Leveraged private investment should not be confused with any direct private contribution to the ARC supported project funding (any funds that are actually a part of the project cost).

For example: Amount of private funds invested in relocation to the project area / region by Business X due to the installation of and access to telecommunications / fiber optics.

Readiness:

Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Projects should be approved by ARC by August of 2007.) The start date should be projected to be no earlier than August 1, 2007. What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? What is the level of energy and degree of will among the organization and its partners to see this effort through?

Staffing Plan and Agency Credentials:

Provide the names and profiles of the individuals whom will be responsible for delivering the project's services. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continue in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort. Provide information,

where applicable, on how the different attributes of the different individuals may be complementary. Identify any roles which have not yet been filled.

Discuss the implementing organization's ability to carry out the project effectively. Provide the name, description, performance targets, and outcome of two of the most similar and recent projects implemented by this organization. Provide a statement of the other business conducted by this organization and the relationship of this project to this other business. Provide a listing of the other high priority projects currently being undertaken (with projected outcomes and project cost) and show where THIS project will be prioritized. Identify any non-financial resources to be committed by this organization to achieve this project's outcomes.

Identify those individuals and organizations, including names and telephone numbers, which have committed to support this project. Provide information on the type and level of support provided and the value of this support to the overall project. Identify any individuals expressing an interest in participating as a project beneficiary, providing, also, their names and telephone numbers. **Include any letters from these individuals and entities.**

Sustainability:

Discuss the plans for continuation of the project following initial ARC funding. If the project is part of a phased effort, indicate future sources of funding, including the current levels of commitment, and strategies for achieving completion of all phases. For

all projects, describe the process to be used to ensure long-term sustainability, especially financial sustainability.

Letters of Benefit and Support Commitment:

Include letters and other documentation which provide confirmation that the project will benefit the number of individuals it is targeting. Applicants are strongly encouraged to solicit letters from proposed beneficiaries. Letters from potential project partners should be included as evidence of additional project support.

Cost Summary:

Enter the amount of resources to be included in this project, preferably in simple table form. Up to \$100,000 per project is available for non-construction projects. Specify the amounts for each of the following categories and the percentage of the total project cost each represents: **ARC, Local/Applicant, Other Federal, State, Private, and Non-Profit/Other**. In this table, add the amounts in these categories to develop a Total figure and add the percentages to arrive at 100%. **THESE AMOUNTS, SOURCES, AND PERCENTAGES SHOULD BE IDENTICAL TO THOSE LISTED IN OTHER SECTIONS OF THE RFP RESPONSE.** A sample table is as follows:

<u>Source</u>	<u>Amount</u>	<u>Percentage</u>
ARC	\$ 40,000	40%
Local/Applicant	\$ 15,000	15%
Other Federal	\$ 35,000	35%
<u>Private</u>	<u>\$ 10,000</u>	<u>10%</u>
TOTAL	\$ 100,000	100%

Status of Other Funds:

Indicate the current status of all non-ARC funds to be used on the project. List the general categories from **Cost Summary** (above) and the specific funding sources under these categories. **SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE.** Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding

commitment received to date (firm; not contingent on future approval), and adequate, specific supporting documentation (recent letters, contracts, or resolutions). **Letters of commitment and other documentation of other funding should be included in this section.**

Project Budget:

Using the Non-Construction budget form from Appendix C as a guide, construct a project budget. The budget should show

the costs, relative to each funding source, of each activity and activity component (i.e., salaries, fringes, and so on). Budgets for equipment projects must include a list of the equipment and cost by item. Using the budget forms from Appendix D as a guide, construct a project budget. Include budget as page in proposal.

Derivation of Costs / Budget Narrative:

Detail the methodology used to determine each amount listed in the project budget. List each activity and activity component, their related cost estimates, and those unit costs or

otherwise which provide the basis for these estimates. Identify the information sources and/or methodologies used to generate these cost estimates and give the dates that the estimates were developed. **Documentation from these information sources in support of the cost estimates should be included.**

Costs will be reviewed for reasonableness. If there are conditions exerting upward pressure on your costs, please explain.

An example of this derivation:

<u>Activity</u>	<u>Total Costs</u>	<u>ARC Amount</u>	<u>Source</u>	<u>Date</u>
<i>Marketing Program</i>	<i>\$ 50,000</i>	<i>\$ 25,000</i>	<i>AB Advertising</i>	<i>8/6/07</i>
<i>Provision of Training</i>	<i>\$ 20,000</i>	<i>\$ 10,000</i>	<i>TRC Consultants</i>	<i>9/6/07</i>
<i>Evaluation of Performance</i>	<i>\$ 5,000</i>	<i>\$ 2,500</i>	<i>Comm Coll Staff</i>	<i>9/6/07</i>
<i>Technical Assistance</i>	<i>\$10,000</i>	<i>\$ 5,000</i>	<i>SBDC</i>	<i>9/6/07</i>

***Proposed Basic Federal
Administering Agency and
Approval Status:***

For non-construction projects this shall be ARC. Applicants must provide a copy of their proposal to the local Planning District Commission, and proof that it was provided must be included.

***Letters of Non-ARC Funding
Commitment:***

Letters, or other documentation showing a clear level of commitment of non-ARC resources from the entities responsible for providing such funding. If such commitment is contingent on board approval, then a copy of the resolution from the board should be included. If funding has not yet been awarded, list status of application/negotiations and projected date of award receipt.

Cost Documentation:

Include excerpts and analyses from appropriate sources for cost information. Where possible, include cost documentation which originates from reputable, objective, and independent sources.

***Submittal to Planning District
Commission:***

A copy (or working draft) of a proposal should be submitted to the PDC PRIOR TO submittal to DHCD so that the PDC may provide the applicant with input if appropriate. This should be submitted to the PDC no later than September 6, 2006. Include documentation that the proposal was submitted to the local Planning District Commission, such as a copy of the cover letter. Although PDC approval of these proposals is not required, include any correspondence

received from the Planning District Commission following their review. Applicants should also coordinate the development of project with the PDC early in the process.

Lenowisco PDC

Mr. Ronald C. Flanary
6913 Duff-Patt Road
P.O. Box 366
Duffield, Virginia 24244
Phone: (276) 431-2206

Cumberland Plateau PDC

Mr. Jim Baldwin
P.O. Box 548
Lebanon, Virginia 24266 Phone:
(276) 889-1778

Mount Rogers PDC

Mr. David Barrett
1021 Terrace Drive
Marion, Virginia 24354 Phone:
(276) 783-5103

New River Valley PDC

Mr. David Rundgren
6580 Valley Center Drive
P. O. Box 21
Radford, Virginia 24141
Phone: (540) 639-9313

Roanoke Valley-Alleghany PDC

Mr. Wayne Strickland
P. O. Box 2569
Roanoke, Virginia 24010
Phone: (540) 343-4417

Central Shenandoah PDC

Mr. Ray Griffith, Jr.
112 MacTanly Place
Staunton, Virginia 24401
Phone: (540) 885-5174

APPENDIX A – COVER SHEET

Project Name: _____

Applicant Contact Information:

Locality/Organization Name: _____

Address _____

Phone/FAX Numbers: _____

Contact Person: _____

Title: _____

Phone/Fax Numbers of Contact: _____

E-mail Address: _____

Person Who Prepared this Application:

Name: _____

Address: _____

Phone/FAX Numbers: _____

E-mail Address: _____

Project Location: (specify County(ies)/City(ies))

Census Tracts Served by this Project:

Project Funding Summary:

Source

Amount

Percentage

Total:

DUNS Number: _____

APPENDIX B – SAMPLE OUTPUTS/OUTCOMES

Goal 1 – Economy

Measures:

ENTREPRENEURSHIP/BUSINESS INCUBATOR

Output Measurement – number of

- ☐ *participants*
- ☐ *businesses served / assisted (existing and new)*

Outcome Measurement – number of

- ☐ *new businesses created or graduated*
- ☐ *jobs created*
- ☐ *jobs retained*
- ☐ *Leveraged Private Investment*
- ☐ *participants with improved skills or completed program(such as course with certified skills)*

EXPORT

Output Measurement – number of

- ☐ *participants*

Outcome Measurement – increase in

- ☐ *export dollars*

HIGH VALUE, HIGH WAGE EMPLOYMENT OPPORTUNITIES

Output Measurement – number of

- ☐ *new/revised strategic plans*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *jobs retained*

TELECOMMUNICATIONS

Output Measurement – number of

- ☐ *participants*
- ☐ *businesses hooking on*

Outcome Measurement – number of

- ☐ *new telecommunications sites serving 50 clients per week offering telehealth, distance learning, governmental or business applications*
- ☐ *number of trainees with improved skills*
- ☐ *miles of infrastructure or new technology deployed*

TOURISM DEVELOPMENT

Output Measurement – number of

- ☐ *businesses assisted*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *Leveraged Private Investment*
- ☐ *“new” tourists*
- ☐ *revenue generated*

Goal 1 – Health and Educations

Measures:

WORKERS receiving *basic education, skills training, skills upgrading or customized training.*

Output Measurement – number of workers

- ☐ *participating in skills training activity*

Outcome Measurement – number of workers

- ☐ *obtained employment*
- ☐ *retained employment*

STUDENTS participating in *school readiness, dropout prevention, school-to-work transition* and *GED* programs.

Output Measurement – number of students

- ☐ *participating in educational activity*

Outcome Measurement – number of students

- ☐ *obtained a GED (within 1 year)*
- ☐ *graduated from high school (at-risk dropouts)*
- ☐ *completed a school readiness activity and tested on grade level entering kindergarten*
- ☐ *entered college after high school (within 1 year)*
- ☐ *entered workforce after participating in school-to-work program (within 1 year) (school/college students)*

TELECOMMUNICATIONS

Output Measurement – number of

- ☐ *students*
- ☐ *workers*

Outcome Measurement – number of

- ☐ *new telecommunications sites serving workers/students per week*

HEALTH CARE PROFESSIONALS RECRUITMENT

Output Measurement – number of

- ☐ *health care professionals recruited*
- ☐ *annual patient office visits*

Outcome Measurement – number of

- ☐ *patients with improved health care*

INTEGRATED HEALTH CARE DELIVERY

Output Measurement – number of

- ☐ *participants*

Outcome Measurement – number of

- ☐ *participants with improved health*

Goal 3 - Infrastructure

Measures:

WASTE/SEWER/WASTE DISPOSAL SYSTEM

Output Measurement – number of

- ☐ *linear feet*
- ☐ *businesses served*
- ☐ *increase in capacity or storage*

Outcome Measurement – number of

- ☐ *households served (new)*
- ☐ *jobs created*
- ☐ *jobs retained*
- ☐ *Leveraged Private Investment*

INDUSTRIAL PARK/COMMUNITY REVITALIZATION

Output Measurement – number of

- ☐ *Linear feet installed*
- ☐ *businesses served*
- ☐ *housing units*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *jobs retained*
- ☐ *housing units*
- ☐ *Leveraged Private Investment*

TELECOMMUNICATIONS

Output Measurement – number of

- ☐ *participants*
- ☐ *businesses served*
- ☐ *jobs created / retained*

Outcome Measurement – number of

- ☐ *new telecommunications sites offering telehealth, distance learning, governmental or business applications*
- ☐ *Leveraged Private Investment*

Goal 4 – ADHS System

Measures:

ADHS CORRIDOR DEVELOPMENT

Output Measurement – number of

- ☐ *new revised strategic plans*

Outcome Measurement – number of

- ☐ *jobs created*
- ☐ *jobs retained*

APPENDIX C – PROJECT SUMMARY FORMAT

(2 page maximum)

Project Title:

Project Grantee: Provide name, address, and contact information, including email.

County(ies) to be Served: List each county and its designation (e.g. transitional, distressed, etc.)

Basic Agency: Not required for non-construction projects

Goal/Strategy: Identify the primary ARC Goal and State Objective which the project will address. Specify the State Strategies by number

Purpose: 1-2 sentence statement describing overall purpose of proposed project

Funding:	<u>Amount</u>	<u>% age</u>	<u>Source</u>
ARC	\$200,000	36 %	ARC AD
Federal	200,000	36 %	RD Grant
State	100,000	18 %	CDBG
Local	50,000	9 %	RD Loan
Local	<u>10,000</u>	<u>1 %</u>	Grantee
Total	\$560,000	100 %	

Description: Description of major activities to be conducted under grant proposal. The description should address who, what, where, when and how for each major activity.

Rationale:

- Critical circumstances that compel project to be funded
- Local, regional and/or state need for project
- Problems and/or issues that project will alleviate

Benefit:

- Results and accomplishments to be derived from project
- Other non-quantifiable benefits (e.g. new partnerships, improved standard of living, etc.)

Output/Outcome:

- Identify output and outcome measurements (as defined by ARC, see Appendix B)
- Identify Outcomes of this proposal (as defined by ARC, see Appendix B)

Leveraged Private Investment:

- Identify anticipated private sector commitments (with associated dollar amounts) and associated job impacts that follow as a result of this project for a three-year period following completion of the project.

APPENDIX D - CONSTRUCTION AND Non-CONSTRUCTION BUDGET FORMS
